

Appendix A

References

Section I

Required Publications [Per DA PAM 25-40, a *required* publication is one that the user needs to read in order to understand or comply with the publication being written.]

AFARS 5113.270 (a) and (c), Actions at or Below the Micro-Purchase Threshold
(Cited in paras 2-2a, and 4-1c.)

Army Regulation (AR) 11-2, Management Controls. (Cited in para 3-3.)

AR 735-5, Policies and Procedures for Property Accountability (Cited in para 3-6a.)

FAR 8, Required Sources of Supplies and Services. (Cited in para 1-9(6)(b))

FAR 13.301, Government-wide Commercial Purchase Card. (Cited in para 1-7.)

DFARS 208, Required Sources of Supplies and Services. (Cited in para 1-9(6)(b))

DFARS 213.301, Simplified Acquisition Methods. (Cited in para 3-1a.)

DoD Directive 7000.15, DoD Accountable Officials and Certifying Officers. (Cited on DD Form 577.)

DoD FMR, Volume 5—Disbursing Policy and Procedures, Chapter 33—Accountable Officials and Certifying Officers; also Paragraph 3308. (Cited in paras 1-9(5) and 4-2b.)

Section II

Related Publications [Per DA PAM 25-40, a *related* reference informs the reader of a source of additional information.]

AR 37-47, Representation Funds of the Secretary of the Army.

AR 710-2, Inventory Management Below the Wholesale Level.

AR 725-50, Requisition, Receipt, and Issue System.

DoD Charge Card Task Force Final Report, 27 June 2002.

DoD, “Department of Defense (DoD Charge Card Programs,” Policy Memorandum (Paul Wolfowitz, 21 June 2002.)

DoD, “Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel,” Policy Memorandum (David Chu, 10 June 2003.)

DoD, “Government Charge Card Disciplinary Guide for Civilian Employees,” Policy Memorandum (Ginger Groeber, 21 April 2003)

DoD, "Guidance for the Investigation of Fraud, Waste, and Abuse Involving the Use of Purchase Cards and Travel Cards," Policy Memorandum (Joseph Schmitz, 25 September 2002).

DoD, "Inclusion on Personnel Departure Checklists of the Requirement to Turn in Government Charge Cards," Policy Memorandum (David Chu, 23 June 2003.)

DoD, "Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards," Policy Memorandum (John Stenbit, 4 November 2002.)

EO 12931, Federal Procurement Reform, 13 October 1993.

FAR 2.101, Definitions.

FAR 4.805, Storage, Handling, and Disposal of Contract Files.

FAR 52.232-25, Prompt Payment.

Federal Acquisition Streamlining Act of 1994, P.L. 103-355, Title IV—Simplified Acquisition Threshold, Subtitle D—Micro-Purchase Procedures.

GAO, Audit Guide: Auditing and Investigating the Internal Controls of GPC Programs, November 2003. GAO Report Number GAO-04-87G.

GAO, General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies.

GSA SmartPay master contract, Section CC.8, Authorization Controls for the Purchase Card Program.

Management Initiative Decision No. 904, DoD Charge Card Management, December 18, 2002.

Office of the Assistant Secretary of the Army Financial Management and
Comptroller OUSD(C) Memorandum, Foreign Draft Checks, 4 February 1998.

Office of the Under Secretary of Defense, "Acquisition Policy on Facilitating
Merchant Shipments in the DoD Organic Distribution System," Memorandum,
23 July 2003.

Office of the Under Secretary of Defense (Comptroller), "Purchase Card
Reengineering Implementation Memorandum #1, Certifying Officer Guidance,
Change 1," Memorandum.

Treasury Financial Manual, Volume 1, Part 4, Chapter 4500—Government
Purchase Cards.

U.S. Army Non-Appropriated Fund Instrumentalities Standing Operating
Procedure, Purchase Card and Convenience Checks, 22 June 2004

USC, Title 5, Section 5514, Withholding Pay – Installment Deduction for
Indebtedness to the United States

USC, Title 10, Section 2302b, Implementation of Simplified Acquisition
Procedures

USC, Title 10, Section 2304, Contracts: Competition Requirements, note
Requirements Relating to Micro-Purchases

USC, Title 10, Chapter 47, Uniform Code of Military Justice.

USC, Title 18, Section 208, Acts Affecting a Personal Financial Interest.

USC, Title 18, Section 287, False, Fictitious, or Fraudulent Claims.

USC, Title 18, Section 371, Conspiracy to Commit Offense or to Defraud United
States.

USC, Title 18, Section 641, Public Money, Property, or Records.

USC, Title 18, Section 1001, Fraud and False Statements—Statements or Entries Generally.

USC, Title 18, Section 1031, Major Fraud against the United States.

USC, Title 18, Section 1341, Frauds and Swindles.

USC, Title 18, Section 1343, Fraud by Wire, Radio, or Television.

USC, Title 31, Section 3528, Responsibilities and Relief from Liability of Certifying Officials.

USC, Title 31, Section 3729, False Claims.

USC, Title 31, Section 3801, Administrative Remedies for False Claims and Statements—Definitions.

USC, Title 37, Section 1007, Pay and Allowances of the Uniformed Services – Deductions from Pay

USC, Title 41, Sections 51 to 58, Anti-Kickback Act of 1986

USC, Title 41, Section 427, Simplified Acquisition Procedures

USC, Title 41, Section 428, Procedures Applicable to Purchases Below Micro-purchase Threshold

Section III

Prescribed Forms

DA Form 11-2-R, Management Control Evaluation Certification Statement.

Section IV

Referenced Forms

This section contains no entries.